

CITIZEN ACTION REQUEST (CAR)



P.O. Box 1307
Issaquah, WA 98027-1307
Phone: (425) 837-3000

Date: Citizen Name:

Home Address:

Phone Numbers: E-mail Address:

Alternate Contact Information:

If Form Not Completed by Citizen, Staff Name:

Location of Concern:

Detailed Description of Concern:

Specific Action Requested:

Response Preferred: ☐ Phone Call (should always be followed up with a letter) or ☐ Letter or ☐ Email

*** Area Below Is For City Use Only ***

Initial department response to citizen by: _____ On: _____ Letter / Phone / Email?
(Name) (Date) (Circle one)

Forwarded to: _____ Department: _____ on _____ to
(Date)

draft a response for Mayor's review/signature by: _____
(Date)

Assigned to: _____ on _____ for completion by _____.

Final department response to citizen by: _____ DATE: _____ LETTER / PHONE / EMAIL?
(Name) (Circle one)

(Due in ten (10) business days unless solution is lengthy and citizen has been notified of final response delay.)

If final solution was handled by phone call to citizen, fully describe solution below then always respond by follow up letter, attach copy:

**RETURN COMPLETED CITIZEN ACTION REQUEST WITH COPY OF STAFF'S RESPONSE
TO:**

Supplemental Information for Traffic Complaints and for the NEIGHBORHOOD TRAFFIC CALMING PROGRAM

PART I – Information needed to assist in the City’s initial investigation and recommendations

These questions are designed to provide details to help the Public Works/Engineering staff in determining when, where and what kind of data gathering will be needed in their investigation.

Location (be as precise as possible):

Description of problem (use additional space on page 1 if needed):

Is there a specific time of day (such as, “ 7:30 a.m. during morning rush hour,” or “when school kids are getting off the bus at 2:30 p.m.”) when the problem is most noticeable?:

What solutions do you feel would address your concerns? (Check all that apply and/or use the space provided after “Other” to describe):

- ☐ **Neighborhood Speed Watch** ☐ **Police Enforcement** ☐ **Pavement Markers** ☐ **Signing**
☐ **Brush Trimming** ☐ **Traffic Safety Campaign** ☐ **Radar Speed Trailer**
☐ **Other** (use additional space on page 1, if needed):

PART II (optional) – Information to assist in involving more members of the neighborhood, if necessary.

Traffic concerns that might require more extensive methods to address - such as the construction of traffic circles or speed humps to slow traffic – can only be proposed through a process that requires a broader involvement and consensus by the neighborhood as a whole.

1. Would you be interested in acting, at least initially, in some capacity as a neighborhood liaison in that effort? ☐ Yes ☐ No
2. Do you know of a formal neighborhood association or other organized group in your area that may want to be involved? ☐ Yes ☐ No

If yes, do you know the name of the association/group:
Contact person: and phone number and/or email address: